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18 October 1968

## MEMORANDUM FOR THE RECORD

SUBJECT: Meeting with Personnel Representatives of Support  
Career Services - 15 October 1968

- 25X1 1. [ ] met this date with representatives from each of the Support Career Services to discuss further implementation of the Preparation for Retirement Program.
- 25X1 2. [ ] passed out lists of personnel expected to retire in calendar year 1970, with the request that these lists be checked and returned to him. He also discussed the upcoming Retirement Seminar, for which he has invitations and kits of material prepared. Two hundred forty four employees, who are expected to retire during the period January 1969 through June 1970, will be invited to attend with their spouses.
3. Several other items were noted:
- a. Plans are proceeding for a preparatory retirement seminar for 40-year old employees. This would entail advice in the areas of investing, planning, insurance, locations for retirement, etc.
  - b. It is hoped to have the pamphlet of questions and answers on the Agency Retirement System published by the end of calendar year '68.
  - c. Material for reading rooms in Headquarters and in the Magazine Building is available, but there seems to be no space. Meanwhile the material is being loaned out to prospective retirees.
  - d. Each individual, retiring or resigning, is expected to have in his possession an unclassified statement of his duties in the Agency. This is normally to be prepared by the individual and will be useful to him in future cases where he might need to refer to it to determine what he may say about his employment. For those employees seeking job help, more complete information will be necessary.
- 25X1 e. [ ] is discussing the matter of a possible exit physical examination with Dr. Tietjen.
- f. With respect to providing job leads, it was noted that some senior officers are requiring an inordinate amount of the time of the RCP Staff, playing coy and hard-to-get, about their real interests in securing outside employment.

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4.  stressed the absolute necessity for timely submission of extension requests, in order to have decisions made by the DCI at least six months prior to the established retirement date. It was noted that timely information on retirements or extensions of retirements is the responsibility of the Office Heads not the machines. In submitting recommendations, Office Heads must make clear recommendations with which the DD/S may concur or nonconcur.



Special Assistant to the  
Deputy Director for Support

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